

Listing Coordination Package

WHAT'S INCLUDED:

- Collect and review fully executed listing agreements and submit to Command for compliance/approval (documents need to be filled, signed, and completed before coordination begins).
- Send welcome email with timeline to clients for Coming Soon/Active stages of listing.
- Order and coordinate yard sign with appropriate rider (Ex. Coming Soon, For Sale) (need 3-5 business days notice)
- Coordinate Staging (if needed-additional cost.)
- Coordinate photography/video/drone and other photography requested services with vendors and clients (need 72 hrs. notice for completion before listing going Active)
- Agent approval of selected marketing materials (need 2-3 business days on average from completion to receiving in hand) (postcards are delivered by standard mail).
- Enter listing into MLS for Coming Soon/Active status with remarks (with agent guidance/approval).
- Order seller home warranty (if seller selected they would like one) (free for 180 days while the property is Active).
- Upload disclosures, How to Submit Offer, survey or plat, and other pertinent information into MLS, as directed by agent. Upload into MLS: photography/video/drone and other photography requested services.
- Link Sentrilock lockbox.
- Set up showing instructions through MLS.
- Add open house information to MLS
- Send email updates to client.
- Pro-active constant communication with agent.
- Additional listing services available (inquire for details)

THE LEVERAGED EDGE: Contact us for pricing and more information.

Bronze

- 36 HDR Quality Photos w/BlueSky processing,
- Neighborhood/Amenity Photos
- Social Media Post Templates
- Single Property Website w/lead capture capabilities
- 100 postcards
- 50 1-page flyer

Silver

- Interactive Floor Plan
- HDR Quality Photos w/ BlueSky processing
- 1 Virtual twilight image
- 60-second cinematic video
- Neighborhood/Amenity Photos
- Social Media Post Templates
- Single Property Website w/lead capabilities
- 100- Just Listed postcard (postage and mailing included),
- 70 Full color, 2-sided brochures delivered
- 100 Just Sold postcards

Gold

- 3D TruFusion Walkthrough Tour
- 36 HDR Quality Photos w/ BlueSky processing
- Neighborhood/Amenity Photos
- Social Media Post Templates
- Single Property Website w/lead capabilities
- 200 Just listed postcards
- 50 (folded) 4-page brochures full color
- 50 mini property cards
- 100 Just Sold Card

Platinum

- Interactive Floor Plan
- Hybrid Floor Plan-included 3-3D spins
- 2 Virtual Staging
- 2 Virtual Twilights
- 90-second cinematic video
- Neighborhood/Amenity Photos
- Social Media Post Templates
- Single Property Website w/lead capabilities
- 250 Just listed postcards
- 25 high-end Booklets,
- 100 mini property cards,
- 50 full color double-sided brochures
- 200 Just Sold

**Inquire for Listing Only Services